

Safeguarding Policy

Policy Statement

Creative DJ School deliver DJ and music technology activities in multiple formats and scenarios to children, young people and vulnerable adults. Our Safeguarding and Child Protection Policy therefore covers a wide range of service areas, which include: Running courses in DJ music technology for participants under the age of 24. Work in schools, youth centres, hospitals and colleges. Work with small groups of students. Work one to one with children, young people and adults. Any other organised events that involve children, young people or vulnerable adults

The purpose of this policy statement is:

To protect children, young people and vulnerable adults who receive Creative DJ School's services from harm. This includes the children of adults who use our services

To provide staff and volunteers, as well as children and young people and their families, with the overarching principles that guide our approach to child protection.

This policy applies to anyone working on behalf of Creative DJ School.

We believe that:

Children and young people should never experience abuse of any kind.

We have a responsibility to promote the welfare of all children and young people, to keep them safe and to practise in a way that protects them.

We recognise that:

All children, regardless of age, disability, gender reassignment, race, religion or belief, sex, or sexual orientation have an equal right to protection from all types of harm or abuse. Some children are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other issues.

Working in partnership with children, young people, their parents, carers and other agencies is essential in promoting young people's welfare.

We will seek to keep children and young people safe by:

Valuing, listening to and respecting them

Giving young people, children, parents and key workers information about what we do and what can be expected from us.

Appointing a nominated child protection lead for children and young people.

Adopting child protection and safeguarding best practice through our policies, procedures and code of conduct for staff and volunteers.

Assessing all risk carefully and taking all necessary steps to minimise and manage the risk. (See risk assessments, which are available on request or as a PDF on the downloads page of our website).

Ensuring online safety by never allowing unsupervised use of the internet on Creative DJ School devices.

Providing effective management for staff and volunteers through supervision, support, training and quality assurance measures so that all staff and volunteers know about and follow our policies, procedures and behaviour codes confidently and competently.

Recruiting and selecting staff and volunteers safely, ensuring all necessary checks are made.

Recording, storing and using information professionally and securely, in line with data protection legislation and guidance [more information about this is available from the Information Commissioner's Office: [ico.org.uk/for organisations](http://ico.org.uk/for-organisations)].

Making sure that children, young people and their families know where to go for help if they have a concern. Using our safeguarding procedures to share concerns and relevant information with agencies who need to know, and involving children, young people, parents, families and carers appropriately.

Ensuring that we have effective complaints and whistleblowing measures in place. Letting young people, children, parents and key workers know how to voice concerns or complaints about anything that they may not be happy with. (See our Behaviour and complaints Policy, which is available in full on request or as a PDF from the downloads page of our website).

Ensuring that we provide a safe physical environment for our children, young people, staff and volunteers, by applying health and safety measures in accordance with the law and regulatory guidance.

Building a safeguarding culture where staff and volunteers, children, young people and their families, treat each other with respect and are comfortable about sharing concerns.

This policy has been drawn up on the basis of legislation, policy and guidance that seeks to protect children in England. A summary of the key legislation is available from nspcc.org.uk/learning.

Legal framework

This policy has been drawn up on the basis of legislation, policy and guidance that seeks to protect children in England. A summary of the key legislation is available from nspcc.org.uk/learning.

Creative DJ School Definitions:

1. **Young people/person:** All safeguarding and child protection legislation and guidance recognises a child or young person as anyone up to the age of 18, this policy is in place to safeguard all the young people that Creative DJ School works with, which in some cases will be up to the age of 25 years i.e. Vulnerable adult. Some aspects of this policy, such as, code of conduct and good practice will be in place to protect all young people, regardless of age.
2. **Vulnerable adult:** Someone over the age of 18, who is considered 'vulnerable' for one reason or another. There is no simple definition based on age or disability; not all those with a physical or other disability should be classed as 'vulnerable', some young people may experience periods of vulnerability.
3. **Creative DJ School Staff:** This policy applies to all full and part-time paid staff as well as volunteers at DJ Workshops, any contract or sessional paid staff, volunteers, and young people. For the purpose of this document any reference to Creative DJ School staff will include all those mentioned above.

Contact details

Nominated child protection lead

Name: Ian Stanley Phone/email 07488 506 844 / ian@createdjschool.com

NSPCC Helpline 0808 800 5000

This policy statement came into force on14/11/22.....(date)

We are committed to reviewing our policy and good practice **annually**.

This policy statement and accompanying procedures were last reviewed

Signed ...Ian Stanley 14/11/22



**CREATIVE DJ SCHOOL SAFEGUARDING CHILDREN AND YOUNG PEOPLE
CONCERN FORM.**

If you have any concerns in relation to the welfare or safeguarding of any individuals e.g. A young person who starts to behave in a different manner or becomes withdrawn, possibly alarm bells may be raised over a situation or a warning sign. As a worker you must complete a concern form including as much detail as possible. The form runs from this page 5 until page 8 of this document.

Any concerns must be reported to your nominated child protection lead (Ian Stanley) within 24 hours. The business owner must ensure that information is added and updated centrally within 48hours of the concern.

Date of Concern/Incident	
Name of child/young person:	
Present Address:	
Post Code:	
Date Of Birth:	
Ethnicity:	
Gender:	
School Name:	
Name of worker: (if appropriate)	

Known to Social Services: Yes/No/Don't know

Other key names relevant to this concern e.g.: extended family, neighbour, friend etc.

.....

.....

.....

.....

Parent/Guardian Name

Nature of concern (please add as much detail as possible about your concern including time and dates) highlight points where possible.

.....

Please tick as appropriate

Physical	Emotional	Sexual	Neglect	Multiple Concerns

Why are you concerned?

Keep your answers factual e.g. what you heard/saw/said /did?

.....

Did you speak to the child/young person please give details?

.....

Did you receive any information from other people or sources?

.....

At this present time how vulnerable do you think this child/young person is at risk?
 (Please circle 0 being low risk and 5 being high risk).

Scale: 0 1 2 3 4 5

Signed by Worker

Date of Concern

Actions	Review Actions	Date
---------	----------------	------

Signed by staff member:

Signed by line manager.....

This section is to be completed by nominated safeguarding/child protection lead only

Name of designated *safeguarding/child protection lead*

Ian Stanley

Date received

Action to be taken/agreed

(e.g., make a referral to Sheffield Safeguarding Hub on 0114 273 4855

Signed